



## Office of the TCA - Travel Reimbursement Form

**Name:** Rita J. Watkins  
**Travel Dates:** July 14 - 18, 2024

**Purpose of Travel:** NYPD Peer to Peer

### Travel Reimbursement

Expense	Unit Cost	Units	Total
<b>Airfare</b>	\$ 526.45	1	\$ 526.45
<b>Baggage</b>	\$ -	0	\$ -
<b>Ground Transportation (Uber/Lyft/Taxi)</b>	\$ 265.29		\$ 265.29
<b>Ground Transportation (Parking)</b>	\$ -	1	\$ -
<b>Ground Transportation (Mileage)</b>	0.655	0	\$ -
<b>Lodging</b>	\$ 263.69	4	\$ 1,054.76
<b>Per Diem (Travel Days)</b>	\$ 59.25	2	\$ 118.50
<b>Per Diem (Full Days)</b>	\$ 79.00	3	\$ 237.00
<b>Other:</b>	\$ -	0	\$ -
<b>Total</b>			<b>\$ 2,202.00</b>

From: **United Airlines Receipts@united.com**

**Subject: eTicket Itinerary and Receipt for  
Confirmation M9EFFN**

**Date: Jun 11, 2024 at 10:28:03 AM**

**CAUTION:** The sender of this email is not from SHSU.  
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suspicious, forward it to [abuse@shsu.edu](mailto:abuse@shsu.edu).



Tue, Jun 11, 2024

Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Get ready for your trip: [Visit the Travel-Ready Center](#), your one-stop digital assistant, to find out  
about important travel requirements specific to your trip.

Confirmation Number:

**M9EFFN**

Flight 1 of 2 UA5332

Class: United Economy (V)

Sun, Jul 14, 2024

**12:00 PM**

Houston, TX, US (IAH)

Sun, Jul 14, 2024

**04:41 PM**

New York, NY, US (LGA)

Flight Operated by SKYWEST DBA UNITED EXPRESS.

Flight 2 of 2 UA1798

Class: United Economy (L)

Thu, Jul 18, 2024

**10:00 AM**

New York, NY, US (LGA)

Thu, Jul 18, 2024

**12:47 PM**

Houston, TX, US (IAH)

Traveler Details

**WATKINS/RITAJANE**

eTicket number: [0162396118299](#)

Frequent Flyer: **UA-XXXXX226 Premier Gold**

Seats: **IAH-LGA 09C**

**LGA-IAH 10D**

Purchase Summary

Method of payment:

**Master Card ending in 6220**

Date of purchase:

**Tue, Jun 11, 2024**

Airfare:

**461.63**

U.S. Transportation Tax:

**34.62**

U.S. Flight Segment Tax:

**10.00**

Passenger Civil Aviation Security Service Fee:

**11.20**

U.S. Passenger Facility Charge:	9.00
Total Per Passenger:	526.45 USD
<b>Total:</b>	<b>526.45 USD</b>

### Fare Rules

Additional charges may apply for changes in addition to any fare rules listed.

NONREF/0VALUAFTDPT

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

### MileagePlus Accrual Details

Ritajane Watkins					
Date	Flight	From/To	Award Miles	PQP	PQF
Sun, Jul 14, 2024	5332	Houston, TX, US (IAH) to New York, NY, US (LGA)	2264	283	1
Thu, Jul 18, 2024	1798	New York, NY, US (LGA) to Houston, TX, US (IAH)	1440	180	1
MileagePlus accrual totals:			3704	463	2

### Baggage allowance and charges for this itinerary

Origin and destination for checked baggage	1st bag charge	2nd bag charge	1st bag weight and dimensions	2nd bag weight and dimensions
Sun, Jul 14, 2024 Houston, TX, US (IAH - Intercontinental) to New York, NY, US (LGA - LaGuardia)	0.00 USD	0.00 USD	70lbs(32kg) - 62in(157cm)	70lbs(32kg) - 62in(157cm)
Thu, Jul 18, 2024 New York, NY, US (LGA - LaGuardia) to Houston, TX, US (IAH - Intercontinental)	0.00 USD	0.00 USD	70lbs(32kg) - 62in(157cm)	70lbs(32kg) - 62in(157cm)

Baggage check-in must occur with United or United Express, and United MileagePlus Premier® Gold membership must be valid at time of check-in to qualify for any applicable waiver of service charges for checked bags (within specified size and weight limits).

Changes to the fare type purchased could result in increased baggage service charges. Based on your itinerary and selected cabin, service charges may be waived for one or more checked bags. See below for the charges for your 1st and 2nd checked bags. For additional baggage service charge information, select the "additional and other bag fees" box below.

### Important Information about MileagePlus Earning

- Accruals vary based on the terms and conditions of the traveler's frequent flyer program, frequent flyer status, and the selected itinerary. United MileagePlus® mileage accrual is subject to the rules of the MileagePlus program. Once travel has started, accruals will no longer display. You can always view your MileagePlus account for posted accrual.
- You can earn up to 75,000 award miles per ticket. The 75,000 award miles cap may be applied to your posted flight activity in an order different than shown. Accrual is only displayed for MileagePlus members who choose to accrue to their MileagePlus account.

### eTicket Reminders

- **Check-in Requirement** - Bags must be checked and boarding passes obtained at least 45 minutes prior to scheduled departure. Baggage will not be accepted and advance seat assignments may be cancelled if this condition is not met.

**EXCEPTION:** When departing from Anchorage, Atlanta, Austin, Baltimore, Chicago, Cincinnati, Cleveland, Dallas/Ft. Worth, Denver, Detroit, Fort Lauderdale, Greenville-Spartanburg, Guam, Honolulu, Houston, Indianapolis, Jacksonville, Kona, Las Vegas, Los Angeles, Maui, Miami, New York (LGA), Newark, Orange County (SNA), Orlando, Philadelphia, Phoenix, Pittsburgh, Raleigh/Durham, Reno, San Diego, San Francisco, San Juan, PR (60 minutes), Savannah, Seattle, St. Louis, St. Thomas, U.S. Virgin Islands (60 minutes), Tampa, Washington, DC (both IAD and DCA), the check in requirement time for Passengers and Bags is 45 minutes except where noted.

- **Boarding Requirement** - Passengers must be prepared to board at the departure gate with their boarding pass at least 15 minutes prior to scheduled departure.

**From:** DoNotReply@billing-notification.com  
**Subject:** TATIANA LATACELA CHAVEZ - Transaction  
**Receipt for \$117.19**  
**Date:** Jul 14, 2024 at 4:44:14 PM  
**To:** drritawatkins@gmail.com

Term ID: 001

**Sale - Approved**

Date: 07/14/24 Time: 17:42:16  
Card Type: American Express  
Entry Method: Manual  
Card #: XXXXXXXXXXXX2009

Invoice #: 001178  
Approval Code: 124071  
Lane ID: 0000

Item	Qty	Amount	Total Amount
Miscellaneous	1	\$93.75	\$93.75
Tip			\$23.44

**Amount \$117.19**

I agree to pay the above total amount according to the card issuer agreement. (Merchant agreement if credit voucher)



Map of purchase location

**Customer Copy**

This message is confidential and subject to terms at: <https://www.jpmorgan.com/emaildisclaimer> including on confidential, privileged or legal entity information, malicious content and monitoring of electronic messages. If you are not the intended recipient, please delete this message and notify the sender immediately. Any unauthorized use is strictly prohibited.

**Watkins, Rita**

**From:** Uber Receipts <noreply@uber.com>  
**Sent:** Thursday, July 18, 2024 5:40 AM  
**To:** Watkins, Rita  
**Subject:** Your Thursday morning trip with Uber

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

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Total **\$67.54**  
July 18, 2024

**Total** **\$67.54**

[Learn more](#) about the government-mandated pricing rules, taxes, and fees that make trips in NYC more expensive.

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Trip fare	\$48.77
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Subtotal	\$48.77
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LGA Airport Surcharge	\$2.50
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NY Congestion Fee 	\$2.75
RFK Bridge Manhattan to Queens/Bronx 	\$6.94
Sales Tax 	\$5.17
NY State Black Car Fund 	\$1.41

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## Payments



**American Express ••••2009**

**\$67.54**

7/18/24 6:39 AM

Affiliated with NEW HEAVEN LUXURY INC (B03174)

Dispatched by UBER USA, LLC (B03404)

To submit a complaint to the NYC TLC, please call 311.

[Switch Payment Method](#)

[Download PDF](#)

## You rode with Martin

4.93  Rating



Has passed a multi-step safety screen

Drivers are critical to communities right now. Say thanks with a tip.

[Rate or tip](#)

License Plate: T128908C

FHV License Number: 6057204

Driver's TLC License Number: 5942541

From: **Auto-Receipt noreply@mail.authorize.net**  
Subject: **Transaction Receipt from**  
**GROUNDSHUTTLE.COM for \$104.00 (USD)**  
Date: **Jun 11, 2024 at 10:43:12 AM**  
To: **Rita Watkins drritawatkins@gmail.com**

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## Order Information

Description: New Reservation(GS-IAH-SUN220240714 and IAH-GS-0420240718)  
Invoice Number 320195  
Customer ID 123110

**Billing Information**

Rita Watkins  
4746 Enchanted Oaks Dr.  
College Station, Texas 77845  
United States  
drritawatkins@gmail.com  
979-777-0594

**Shipping Information**

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**Total: \$104.00 (USD)**

## Payment Information

Date/Time: 11-Jun-2024 10:43:10 CDT  
Transaction ID: 80484464806  
Payment Method: MasterCard xxxxx6220  
Transaction Type: Purchase  
Auth Code: 09343P

## Merchant Contact Information

[GROUNDSHUTTLE.COM](http://GROUNDSHUTTLE.COM)  
College Station, TX 77845  
US  
accounting@groundshuttle.com

If a reservation is cancelled, your Ground Shuttle account will be credited according to the time of cancellation. Our system does not currently have the ability to refund your credit card account. All credits will expire after one year. Ground Shuttle credits are transferable upon request. Please contact us if you would like to transfer your credit to another passenger or make a reservation using another passenger's credit. We do require written documentation from credit holder before any balance can be transferred. Credit provided is based on time of cancellation as described below: 1. Canceled between 72 hours or more prior to the Trip - 100% credit voucher 2. Canceled between 72 hours prior to the Trip and 48 hours prior to the Trip - 75% credit voucher 3. Canceled between 48 hours prior to the Trip and 24 hours prior to the Trip - 50% credit voucher 4. Canceled between 24 hours prior to the Trip and 2 hours prior to the Trip - 25% credit voucher 5. Canceled less than 2 hours prior to the Trip or no cancellation - No credit voucher will be provided

From: **Residence Inn by Marriott**

noreply@marriott.com

Subject: **Your Sunday, Jul 14, 2024 - Thursday, Jul 18, 2024 Stay at Residence Inn NY Manhattan/ Financial District**

Date: Jul 22, 2024 at 10:51:01 AM

To: **driritawatkins@gmail.com**

## Residence INN.

BY MARRIOTT

### Residence Inn®

215 Pearl Street, New York, NY 10038 P 646.928.9980  
Marriott.com/NYCLR

Rita Watkins  
4746 Enchanted Oaks Dr  
College Sta TX 77845-7849  
Office Of Tca Puerto Rico

Room: 3905  
Room Type: STKT  
Number of Guests: 1  
Rate: \$225.00

Clerk: HJA

Arrive: 14Jul24

Time: 05:46PM

Depart: 18Jul24

Time: 08:10AM

Folio Number: 54530

DATE	DESCRIPTION	CHARGES	CREDITS
14Jul24	Room Charge	225.00	
14Jul24	Occupancy Sales Tax	4.00	
14Jul24	State Occupancy Tax	19.97	
14Jul24	City Tax	13.22	
14Jul24	Convention and Tourism Tax	1.50	
15Jul24	Room Charge	225.00	
15Jul24	Occupancy Sales Tax	4.00	
15Jul24	State Occupancy Tax	19.97	
15Jul24	City Tax	13.22	
15Jul24	Convention and Tourism Tax	1.50	
16Jul24	Room Charge	225.00	
16Jul24	Occupancy Sales Tax	4.00	
16Jul24	State Occupancy Tax	19.97	
16Jul24	City Tax	13.22	
16Jul24	Convention and Tourism Tax	1.50	
17Jul24	Room Charge	225.00	
17Jul24	Occupancy Sales Tax	4.00	
17Jul24	State Occupancy Tax	19.97	
17Jul24	City Tax	13.22	
17Jul24	Convention and Tourism Tax	1.50	
18Jul24	Master Card		1054.76

Card #: MCXXXXXXXXXXXX6220XXXX  
Card Type: MASTERCARD Card Entry: CHIP Approval Code: 08397P  
App Label: MASTERCARD AID: A0000000041010

**BALANCE: 0.00**

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